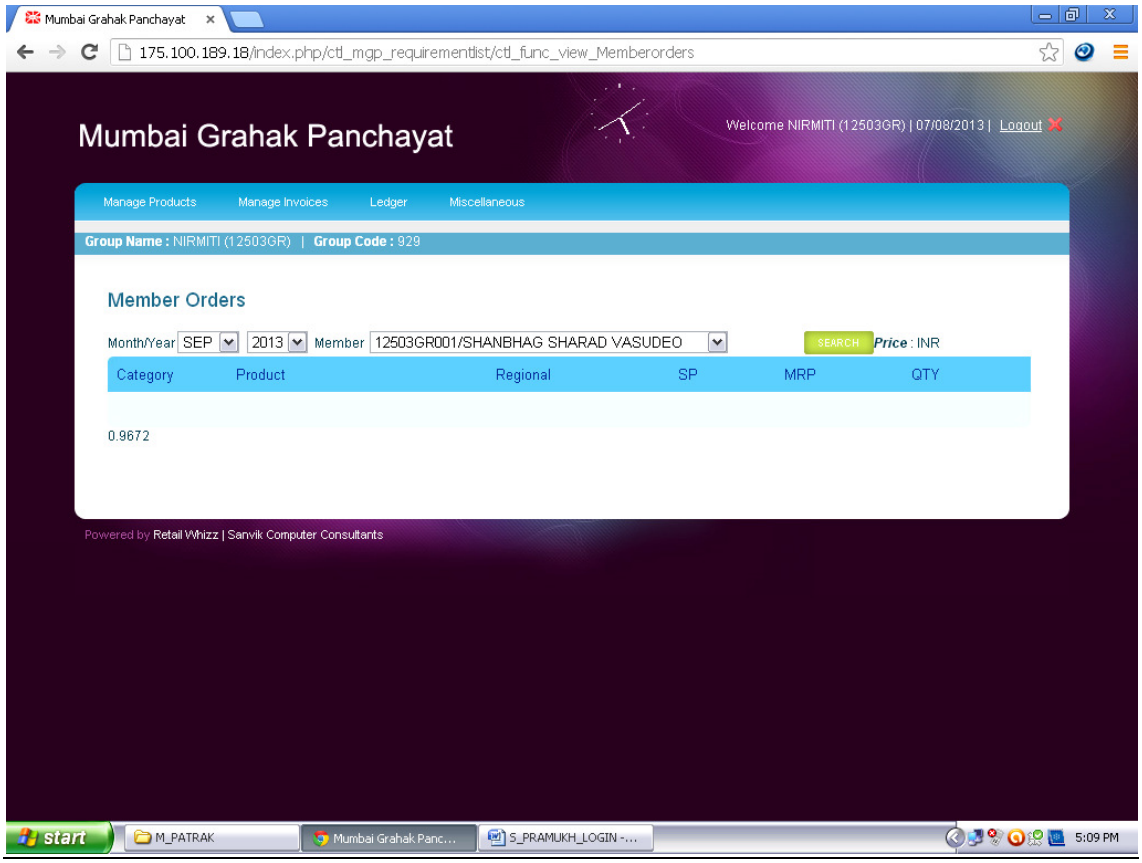
User Manual for Sangh Pramukh

The initial procedure to open the screen on internet, logging in and changing password is the same as for individual member. Only difference is the login id. For example, the number of the Sangh is 12503GR, the user_id and first time password are same, i.e., 12503GR. Thereafter system will force you to change password. The following screen will appear on your PC after changing the password successfully.

Sangh Pramukh can check whether all members have filled in their Magani Patrak under the TAB 'Manage Products.' *Please note that Sangh Pramukh has only viewing powers and he/she cannot alter or delete the data entered by individual members.*

Screen No. 1 Sangh Pramukh Login Screen to view products and members' indent.



Under the option 'Manage Invoice', Sangh Pramukh can view bill for the Sangh alongwith summary of goods to be supplied, summary of bills and individual contribution memo. The bill, by

default, will be for current month and will be available on 1st of every month for which order has been placed. Sangh Pramukh can also choose any previous month in case of necessity.

The screen will be as under -

<u>Screen NO. 2</u> : **View, enlarge, move, save or print bill of the Sangh.**

175.100.189.18/Invoices/MAY-2013~12503GR.pdf.pdf

MUMBAI GRAHAK PANCHAYAT-VITARAN

Delivery Godown: VILE PARLE DISTRIBUTION CENTRE Dist. Month/Cycle: May-2013 / 1

Provisional Group Cost Contribution Memo

Sangh Name: NIRMITI (12503GR) Time Slot(After) Del Date: 06-MAY-13 Gross Wt.: 510.91 Kg

Net Payable Amount: 59300.00
Fifty-Nine Thousand Three Hundred Only Center: DR

Previous Month Ledger as on 01-04-13 To 30-04-13

Opening Balance :	0.00
Prv Month Sale :	44000.30
Prv Month Receipt :	44000.30
Balance :	0.00
Curr Bill Amount :	59300.00
Net Payable Amount :	59300.00

Note:- Authorised Signatory

Current Month Request No of Bags: 27

Sr No	Product Name	Qty	Rate	Amount
1	WHEAT FLOUR 2 KG LOKWAN	14	70.00	980.00
2	WHEAT FLOUR 2 KG SIHOR	17	83.00	1411.00
3	RICE FLOUR 1KG	5	32.00	160.00
4	JOWAR FLOUR 1 KG	2	49.00	98.00
5	AMBOLI FLOUR 1 KG	6	46.00	276.00
6	JOWAR FLAKES FLOUR 200 GM	3	25.00	75.00
7	SUGAR 5 KG	14	183.00	2562.00
9	WHEAT SIHOR 5 KG	2	161.00	322.00
10	RICE KOLAM 5 KG	10	231.00	2310.00
12	RICE LACHKARI 5 KG	1	249.00	249.00
14	JOWAR 1KG	1	43.00	43.00
15	TOORDAL 1KG	23	85.00	1955.00
16	TOORDAL 500GM NO.2	7	40.00	280.00
17	CHANA (GRAM) DAL 1 KG	4	60.00	240.00

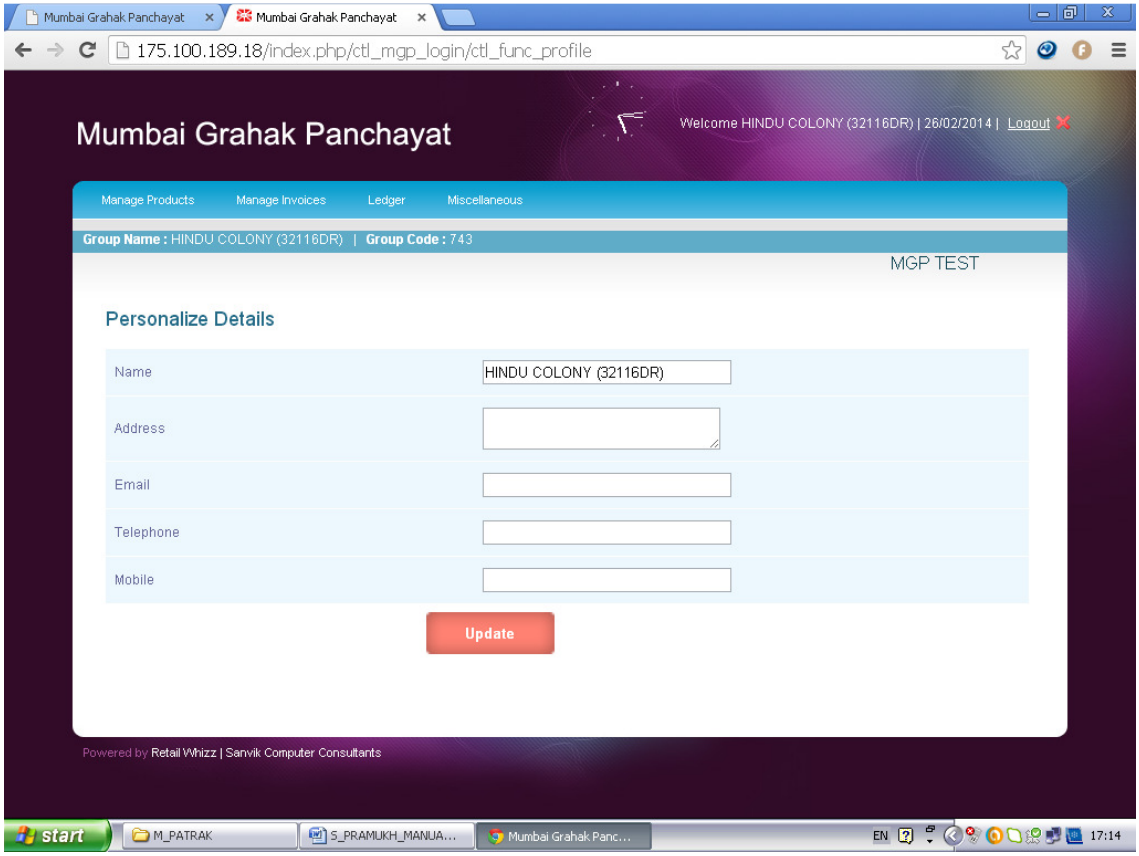
start M_PATRAK 175.100.189.18/Invo... S_PRAMUKH_LOGIN -... 5:11 PM

This view can be moved to right / left, zoomed in / out, saved on PC and printed, by clicking on the option available at the bottom of the screen. These options will be viewed only when you move the mouse to the right hand bottom of the screen.

To go to previous screen click on Left Arrow at the left hand top corner.

The next screen is to fill up details where you want to unload the goods. Choose 'Miscellaneous' option for this and the following screen will appear.

<u>Screen No. 3</u> : Details of the place where goods are to be delivered / unloaded.



That's all. In this case Sangh Pramukh need not send the coloured slip giving the above details to Grahak Bhavan. However, he / she is required to send the duly filled in coloured slip to MGP in case of any addition or deletion of a member.

We have provided a running ticker at the top to communicate any important issue / update.

For password related issues call Chandrakant Jadhav or Shilpa Ippa on 26209319 or 26700897 during office hours and they will be pleased to reset your password. They may ask you a few questions to identify whether you are the same person. For other issues, call Chandrakant Jadhav or Suresh Salvi on the same numbers during office hours.

(Compiled by Abhay Datar, Mumbai Grahak Panchayat)